

**Lawrence Berkeley National Laboratory
Contract Assurance Council
Minutes of the Monthly Meeting**

**Wednesday, June 11, 2008
University of California—Office of the President
Franklin 9204**

CAC members or representatives present:

Bruce Darling	Bob Van Ness	John Oakley, by phone
Bob Foley	John Birely	John Layton, by phone
Steve Beckwith	Patrick Reed	Al Diaz, by phone
Judy Ackerhalt for Judy Boyette	Anne Broome	Bill Eklund for Jeff Blair
	Buck Koonce	

UCOP Staff:

Ron Nelson	Sandy Vinson	Sharon Eklund
Jim Hirahara	Gary Falle, by phone	

Guest participants:

David McGraw, LBNL	John Chernowski, LBNL	Howard Hatayama, LBNL
Jeffrey Fernandez, LBNL		

Welcome/Action Items

VPLM Foley welcomed the Council members to the monthly meeting. Jim Hirahara reviewed the action items as follows:

- Items 39 and 40—LBNL plans to report at the next CAC meeting.
- Item 47—Action on this item is on hold until the Podonsky review is scheduled.
- Item 48—Ron Nelson plans to report on this item today.
- Item 49—John Chernowski will talk to Patrick Reed and report on this item at the next meeting.

The May 2008 minutes are considered final as distributed.

DOE Site Manager Letter dated 05/30/08

David McGraw explained that the senior management team is taking the letter from the Site Manager very seriously but holding the letter closely until there are further discussions with Lab Management and the Site Manager to make sure a suitable response is provided. He recounted for the Council the history of ISM-related actions, noting positive as well as negative significant events, and providing information related to some of the negative events that the Council had not been fully briefed on, such as the Building 70 and 74 reviews and the Bevatron DU shielding blocks issue. The briefing also covered the status of responses to

recent DOE safety reviews, as well as providing a refresher on the Institutional Self-Assessment Program. The briefing concluded by describing the Lab's presentation of key elements of a path forward to address the concerns highlighted in the DOE's 5/30/08 letter. Additional details of major findings and corrective actions are available in the presentation materials.

The Council asked many questions, discussed the issues at length, and encouraged the Lab to aggressively pursue the key elements of the path forward presented in their briefing. In addition, the Council recommended that Lab management work with the Site Office to revitalize the process for ensuring that new or updated standards are appropriately included as requirements under the contract.

Wrap Up

Since discussion of the first agenda item filled the allotted time, Jim Hirahara postponed the remaining items to the next meeting.

Action Items:

#	<i>Responsible Party</i>	<i>Action</i>	<i>Date Added</i>	<i>Status</i>
39	Fernandez LBNL	Report on what measures UCB and LBNL take to require vendors to indemnify UC when the vendor is working at LBNL	12/12/07	OPEN
40	Fernandez/Hatayama LBNL	Report on how equipment owned by other organizations is managed at LBNL, including maintaining accountability and operational safety assurance	12/12/07	OPEN
47	Hirahara UCOP	Create a sub-group of CAC members to advise LBNL on preparation for FY09 Podonsky review	03/11/08	HOLD
48	Nelson UCOP	Report on review of adequacy of LBNL COI policies and processes	03/11/08	OPEN
49	Chernowski LBNL	Report on the process for changing corrective action due dates in CATS	05/21/08	OPEN